

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 117
JULY 6, 2011 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, July 6, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Steve Marx, Assistant Public Works Director, Donna Keeler, Connie Bowers

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

Record Part 1 @00:12

Roads

Subject: 2011 Whidbey Island HMA Overlay

Attachment: Engineer's Recommendation & Bid Tab

Proposed Action: Steve Marx recommended bid award/contract to Krieg Construction Inc.; Amount: \$1,127,528.00

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: 2011 Camano Island HMA Overlay

Attachment: Engineer's Recommendation & Bid Tab

Proposed Action: Steve Marx recommended bid award/contract to Cemex Construction Materials Pacific, LLC; Amount: \$333,892.25

Follow Up: Okay with Board to move forward to Monday's agenda.

Add-On – Parks

Subject: West Beach Park Asphalt

Attachment: Memo dated 7/6/11

Proposed Action: Asphalt a 30' x 100' pullout at West Beach Park. Amount: \$4,500.00. Commissioner Homola expressed some concerns with the project. Steve Marx suggested minimizing the asphalt to an absolute minimum apron width, somewhere between 10-20 feet.

Follow Up: Okay with Commissioner Price Johnson and Commissioner Emerson.

Public Works

Subject: Saratoga Community Housing – Update on changes to organization

Attachment: Memo dated 6/15/11 from Donna Keeler to BICC

Information: Donna Keeler reported that due to cutbacks in state grant funding for land trusts, combined with a reduction in local donations, the Saratoga Community Housing Board will be letting go of the executive director and part time staff by the end of July. Saratoga Community Housing will continue partnering with Habitat for Humanity.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 118
JULY 6, 2011 – WORK SESSIONS

Human Services
Summary Minutes

Work Session was held between the County Commissioners and Human Services on Wednesday, July 6, 2011, at 9:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: **Jackie Henderson, Director, Lynda Richards, Jaime Montoya,**

Others Present: **Elaine Marlow, Budget Director, Anne LaCour**

Record Part 1 @ 18:57

Add-on

Subject: Petty cash fund

Attachment: yes

Proposed Action: Resolution authorizing two cash funds for Human Services and three change funds for Public Works.

Follow up: Okay with Board to bring resolution forward to Monday's agenda.

Chemical Dependency

Subject: Chemical Dependency Treatment Program

Attachment: none

Discussion: Jackie Henderson updated the Board on the new Chemical Dependency Treatment Program.

Housing

Subject: Department of Commerce

Attachment: none

Information: Lynda Richards briefed the Board on the State Consolidated Homeless Grant. Island County's allocation is \$166,000.00 for 2 years.

Island County Treasurer
Summary Minutes

Work Session was held between the County Commissioners and the Treasurer on Wednesday, July 6, 2011, at 9:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Kelly Emerson, Member

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 119
JULY 6, 2011 – WORK SESSIONS**

Present: Ana María d Nuñez, Treasurer

Others Present: Elaine Marlow, Budget Director

Record Part 1 @37:25

Subject: Approval of Resolution to sell Tax-Title property to DNR

Attachment: yes

Proposed Action: Order for Sale of Tax Title Property to the WA State Department of Natural Resources. DNR has contacted the Island County Treasurer requesting that the County sell the tidelands and the State has retained a reversionary interest under the Session Laws of the State of Washington, Session of 1895. The parcel is abandoned and not being used for the cultivation of oysters.

Follow up: Okay with Board to move forward with resolution.

Subject: Approval of Resolution to sell wetlands to WCLT

Attachment: yes

Proposed Action: Order for Sale of Tax Title Property to Whidbey Camano Land Trust. The parcels are considered wetlands and not practical for building due to physical characteristics or legal restrictions on construction activities on the property.

Follow up: Okay with Board to move forward with resolution.

Subject: Synopsis of Tax-Title auction held on June 30th

Attachment: none

Information: The Treasurer briefed the Board on the Tax-Title auction. 5 out of the 10 properties were sold; 4 of the 5 sold at minimum bid.

**General Services Administration
Summary Minutes**

Work Session was held between the County Commissioners and General Services Administration on Wednesday, July 6, 2011, at 9:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Bruce Rohm, Don Mason

Others Present: Elaine Marlow, Budget Director, Anne LaCour

Record Part 1 @45:20

Animal Control/Shelter

Subject: Changes to Island County Code 6.08

Attachment: yes

Proposed Action: Postponed.

Follow Up:

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 120
JULY 6, 2011 – WORK SESSIONS**

County Fair

Subject: Island County Fair Revolving Fund

Attachment: yes

Proposed Action: Resolution authorizing an Interfund Loan to the Island County Fair Fund. This resolution authorizes an interfund loan to the Island County Fair Fund in order to provide funds in advance of the annual county fair.

Follow Up: Okay with Board to move forward to Monday's agenda once the Island County Fair Board has signed the letter from the Auditor accepting the guidelines and procedures associated with the revolving fund.

Add-On

Subject: Conservation Easement at the Greenbank Farm

Attachment: none

Discussion: Proposal from the Port of Coupeville to allow Whidbey Camano Land Trust (WCLT) to work as an intermediary between Island County and the Port of Coupeville to move the process forward.

Follow up: Okay with Board. Don Mason will contact WCLT.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, July 6, 2011, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Sheriff Mark Brown, Undersheriff Kelly Mauck, Wylie Farr, Brooke Powell, Greg Banks

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

Record Part 1 @59:07

Subject: Discuss new hire

Attachment: none

Information: Extended a conditional offer of employment to Samantha L. Price, for a Patrol Deputy position on Camano Island, effective July 18, 2011.

Subject: Amending the provisions of ICC 10.06.060(B) regarding impoundment of Farm Transport Vehicles

Attachment: yes

Proposed Action: Ordinance in the matter of amending the provisions of ICC 10.06.060(B) regarding impoundment of farm transport vehicles.

Follow up: Okay with Board to move forward to set for public hearing.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 121
JULY 6, 2011 – WORK SESSIONS**

**Juvenile & Family Court Services
Summary Minutes**

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, July 6, 2011, at 10:05 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: **Brooke Powell, Administrator, Andrew Somers, Sheriff Mark Brown, Wylie Farr, Undersheriff Kelly Mauck, Greg Banks**

Others Present: **Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale**

Record Part 1 @01:04:05

Subject: Adult Drug Court – Weekend Urinalysis technician

Attachment: yes

Proposed Action: Authorization to pay two on-call detention staff a different rate of pay to collect urinalysis samples from adult drug court participants over the weekend.

Follow-up: Bring PAA forward to Human Resources work session.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, July 6, 2011 at 10:15 a.m. and 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: **Melanie Bacon, Human Resource Director**

Others Present: **Elaine Marlow, Budget Director, Undersheriff Kelly Mauck, Sheriff Brown, Wylie Farr, Bob Pederson, Rufus Rose, Jeff Lauderdale**

Record Part 1 @01:16:52

Subject: Grievance Resolution: Agreement by and between Island County and the Island County Deputy Sheriff's Guild

Attachment: Agreement by and between Island County and the Island County Deputy Sheriff's Guild

Proposed Action: Agreement by and between Island County and the Island County Deputy Sheriff's Guild resolving all issues pertaining to the assignment of Lt. Uncapher's assignment to Camano Island Precinct.

Follow up: Okay with Board for Chair to sign agreement.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 122
JULY 6, 2011 – WORK SESSIONS

Subject: PAA's

Attachment: none

Proposed Action:

Planning

- In-line Planner promotion from Assistant to Associate (Kyla Walters)
- Planner replacement for Andrew Hicks (Code Enforcement)

Record Part 2@01:12:50

Juvenile

- 2 On-Call Part Time Urinalysis Technician positions, one male and one female, at grade 15, entry pay \$26.97, base pay \$29.86 after 6 months.

Follow up: Okay with Board.

Record Part 1@01:33:30

Subject: Voluntary Terminations in Island County - 2008 through 1st quarter of 2011

Attachment: yes

Information: 89 voluntary terminations since 2008 (excluding retirees, interns, temporary or part-time employees). Number one reason for voluntarily leaving employment was for a better paying job. The second reason was personal (health, family); 3rd was moving out of state.

Record Part 2@01:35

Subject: Resolution for revision of the Vacation Leave policy

Attachment: draft resolution adopting the revised Island County Policy 2.01.030, draft Exhibit A – 2.01.030 – Vacation Leave

Proposed Action: The Board reviewed the proposed changes to the Vacation Leave Policy and provided suggested changes.

Follow up: Melanie will work on a survey to send out to 25 + year employees and bring the results back to a future work session.

Record Part 2@01:15:21

Subject: Next steps with the Administration Services Director position

Attachment:

Proposed Action: A majority of the Board was in favor of revisiting the scope of work in the job description to focus it more on the management of the resources and less on the specific job duties.

Follow up: Melanie will send out letters to all applicants noting that the Board has decided to revise and review the job description for the Administration Services Director.

Subject: Resolution for revision of the Performance Appraisal and Pay Plan policies

Attachment:

Proposed Action: Postponed.

Follow up:

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 123
JULY 6, 2011 – WORK SESSIONS

Health Department
Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, July 6, 2011, at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: Keith Higman, Director, Kerry Graves, Jill Wood

Others Present: Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

Record Part 1 @01:45:15

Add-On

Subject: Board of Health meeting

Attachment: none

Proposed Action: The Board approved moving the July 18, 2011 Board of Health meeting to 1:00 p.m. on July 25, 2011.

Administration

Subject: Department of Health – Consolidated Contract 2007-2011

Attachment: yes

Proposed Action: Amendment No. 31 to Contract No. C14949: Adds \$2,833 to Bacteria Monitoring for EPA National Estuary Program; Decreases by \$20,000 the On-Site Local Management Plan Implementation Program and adds \$2,500 to Recreational Shellfish Biotoxin Monitoring Program.

Follow up: Okay to move forward to the Board's Monday agenda.

Environmental Health

Add-on

Subject: Environmental Health Resource Booklet

Attachment: yes

Information: Keith distributed a copy of the Environmental Health Resource Booklet. The booklet provides the public with a broad overview of the services provided by Island County Environmental Health and how those services are connected to the living, natural, and business environments in Island County.

Add-on

Subject: Ala Spit restoration project

Attachment: none

Proposed Action: Jill Wood briefed the Board on the status and scope of the Ala Spit project.

Follow up: Bid award recommendation will come before the Board on August 17, 2011.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 124
JULY 6, 2011 – WORK SESSIONS**

Add-on

Subject: Lead Entity – Salmon Project – Recreation and Conservation Office

Attachment: yes

Proposed Action: Lead entity facilitates implementation of the WRIA 6 Salmon Recovery Plan. Lead entity will work with local citizens and technical stakeholders to oversee the program and develop a list of prioritized projects and facilitate communication all in support of statewide recovery efforts; Contract Period: 7/1/11 – 6/30/13; Contract Amount: \$100,000.00.

Follow up: Okay to move forward to the Board's Monday agenda.

Community & Family Health

Subject: DSHS – Early Family Support Services (EFSS)

Attachment: yes

Proposed Action: Amendment No. 2 to Contract No. 1063-95382: Adds \$9,498 to continue program for 12 months to provide a home visit by a public health nurse to families referred by Child Protective Services (CPS).

Follow up: Okay with Board to move forward following legal and risk review.

Subject: DSHS – Early Intervention Program (EIP)

Attachment: yes

Proposed Action: Amendment No. 2 to Contract No. 1063-94513: Adds \$15,260 to continue program for 12 months to provide intervention by a public health nurse to prevent child abuse.

Follow up: Okay with Board to move forward following legal and risk review.

Subject: DSHS- WorkFirst/Children with Special Healthcare Needs

Attachment: yes

Proposed Action: Contract No. 1163-29806: Continues program for 12 months to provide a public health nurse's evaluation of children with medical, developmental or behavioral problems to assist DSHS in determining parent's level of ability to work outside the home.

Follow up: Okay with Board to move forward following legal and risk review.

**Budget Director
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, July 6, 2011, at 11:15 a.m. and 2:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Others Present: Wes Cochran, USDA, Rufus Rose, Jeff Lauderdale

Record Part 1 @01:12:30

Subject: USDA Rural Business Enterprise Grant

Attachments: yes

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 125
JULY 6, 2011 – WORK SESSIONS

Proposed Action: Application for renovation of an existing facility at Island County Fairgrounds to ultimately become a commercial kitchen available to small business entrepreneurs. Wes Cochran, USDA, explained the terms and conditions of the grant.

Record Part 2@00:20

Commissioner Homola moved to authorize Elaine Marlow, Budget Director, to sign the application and certification documents for the USDA Rural Business Enterprise grant. The motion was seconded by Commissioner Emerson and carried unanimously.

Record Part 3@00:30

Subject: Intergovernmental Cooperative Purchasing Agreements – Paladin Automated Permit Tracking System

Attachments: yes

Proposed Action: Intergovernmental Cooperative Purchasing Agreements – Paladin Automated Permit Tracking System.

- City of Spokane Valley
- Skamania County
- Spokane County

Follow-up: Okay to move forward to Monday's agenda.

Subject: 2012 Budget Revenue

Attachments:

Proposed Action: Postponed.

Follow-up:

Add-ons

Subject: Volunteer mileage pay

Attachments: none

Proposed Action: The Board will continue the policy of paying volunteers for their mileage costs.

Follow-up: Elaine will draft a memo for Board signature.

Subject: Board meetings

Attachment: none

Proposed Action:

Commissioner Price Johnson moved to cancel the Board's meeting on Monday July 18, 2011. The motion was seconded by Commissioner Emerson and carried unanimously.

Commissioner Price Johnson moved to cancel the Board's work session on Wednesday July 20, 2011. The motion was seconded by Commissioner Homola and carried unanimously.

Subject: 2011 Freeland Sewer invoices

Attachment: none

Information: Elaine reviewed the requests for reimbursement submitted by FWSD for the Freeland Sewer Project in order to make sure that all costs reimbursed are allowable under the Interlocal Agreement between the County and the FWSD. The FWSD has submitted 9

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 126
JULY 6, 2011 – WORK SESSIONS

reimbursement requests and the County has paid 8 of those requests. Elaine recommended deducting those items that should have been considered operating costs and therefore, not part of the design, planning and construction of the sewer from Draw #9.

Follow up: Okay with Board.

Subject: PAA

Attachment: none

Proposed Action: Move forward with a PAA to hire a technical position due to the reorganization of duties within Central Services. Elaine will work with Melanie Bacon to write a job description for the position.

Follow up: Okay with Board.

Subject: Procedures for Public Records Requests

Attachments: none

Proposed Action: Procedures for Public Records Requests.

Follow-up: Elaine will draft a policy to bring back for Board review.

Subject: Work session agenda discussion

Attachments:

Proposed Action: Postponed.

Follow-up:

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board